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P69M

BUREAU OF PLANT INDUSTRY

BRIEF SUGGESTIONS

With Reference

To

THE PREPARATION OF MANUSCRIPTS

For the Printer, etc.

By

J. E. ROCKWELL, Editor.

November 7, 1911.

BRIEF SUGGESTIONS WITH REFERENCE TO THE PREPARATION
OF MANUSCRIPTS FOR THE PRINTER, ETC.

By J. E. Rockwell, Editor, Bureau of Plant Industry.

PROPER FORM OF MANUSCRIPTS.

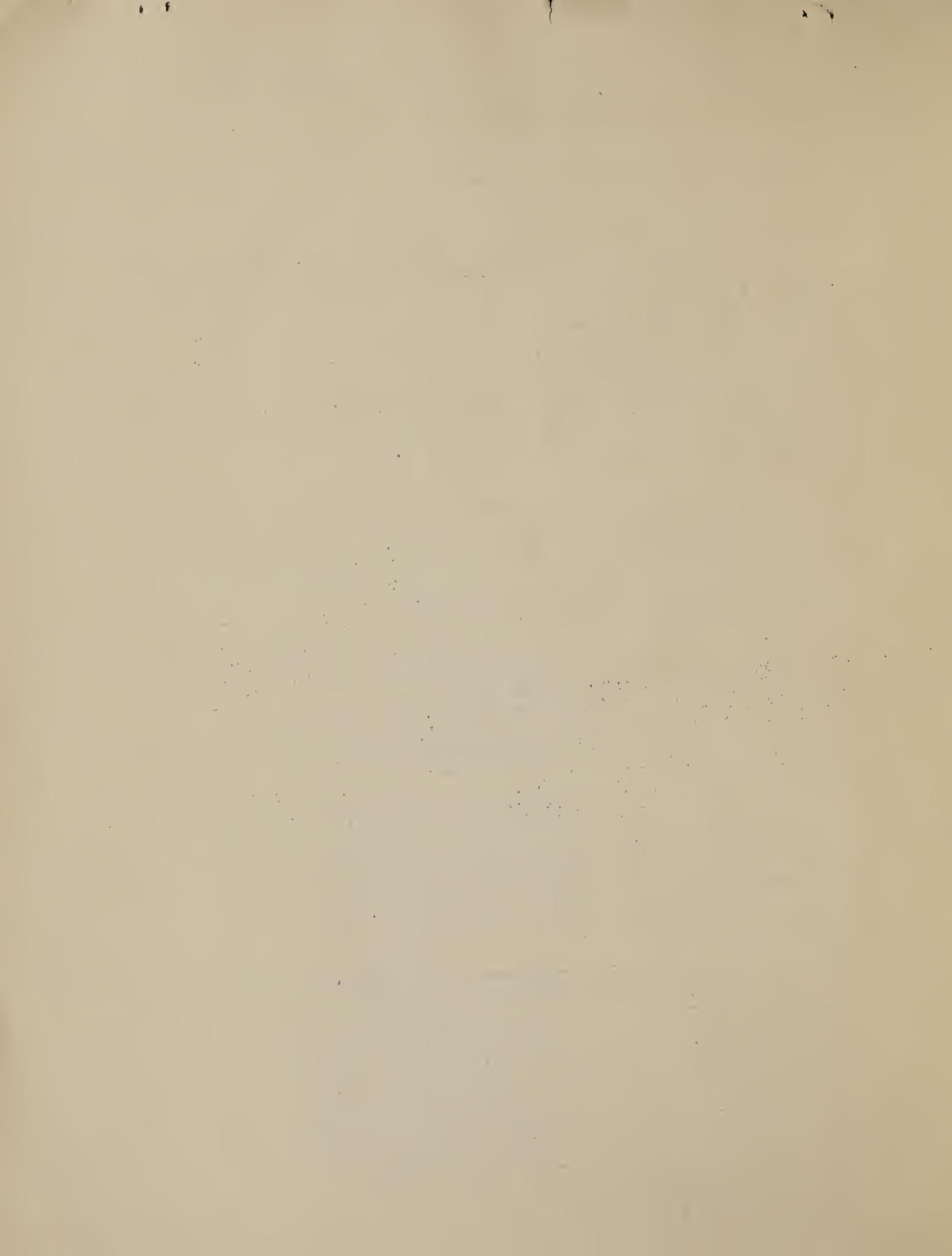
All manuscripts submitted for publication should be type-written. Standard letter-size paper should be used. The use of thin paper such as is commonly used for carbon copies should be avoided. The spacing between the lines of the typewritten copy should be the regular space used in ordinary typewritten work (double space) or, preferably, half as wide again (triple space), but quoted matter or extracts consisting of a paragraph or several paragraphs should be written in single space. It is preferable from the printing-office standpoint to begin a new paragraph upon a separate sheet after the first sheet is reasonably full.

In copying tables and footnotes the matter must not be crowded. Pasting on additions to the text making any sheet longer than 10-1/2 inches should be avoided. The pages of the manuscript, when complete, should be numbered consecutively, beginning with the title page. The manuscript should be transmitted "flat" (not folded or rolled).

Photographs or drawings intended for use as illustrations should be transmitted with the manuscript but kept distinct from it -- not inserted or pasted in the text. The number of illustrations should be kept at a minimum. The use of plates should be discouraged wherever possible and only text figures used. Only such illustrations as are necessary to enable the reader to apprehend the meaning of the text should accompany the manuscript.

SCHEDULE OF DISTRIBUTION.-- A card showing the title of the paper submitted and the number and character of the illustrations together with a statement as to the size of the Office List, must accompany every manuscript. This should be initialed by the head of the office recommending that the paper be printed. This form, which is printed on yellow cardboard, should be filled in in duplicate.

LETTERS OF TRANSMITTAL.-- Every bulletin of the Bureau series and every Farmers' Bulletin must be accompanied by a formal letter of transmittal to be signed by the Chief of the Bureau. This letter is addressed to the Secretary of Agriculture and should state briefly the purpose in publishing the manuscript transmitted, its title, and the name of the author and his title, and the publication of the paper as a bulletin of the series to which it belongs should be specifically recommended. Any point of special interest in connection with the subject treated in the paper may be mentioned in this letter, and any acknowledgment of assistance rendered should appear here and not in the text of the bulletin.



Circulars are not accompanied by letters of transmittal, but any important statement may be incorporated in a footnote.

In numbered circulars of the Bureau the following inscription should appear at the end:

Approved:

JAMES WILSON,
Secretary of Agriculture.

(Date)

Unnumbered "office" circulars should have at the end:

Approved:

B. T. GALLOWAY,
Chief of Bureau.

(Date)

LIST OF CONTENTS. -- A table of contents should accompany every manuscript submitted for printing whether or not such a list of headings is to be printed with the paper. Its presentation with the manuscript is imperatively necessary in order to serve as the basis for the summary to be submitted to each head of an office for examination or criticism.

The list should be headed "CONTENTS", with the main heads "flush", that is, at the left-hand margin of the writing. The other headings should be indented 5, 10, 15, or 20 spaces, according to their relation to the main heads. Each heading in the list of contents should be worded exactly as in the text. No words except proper names should be capitalized. Leaders (a series of periods) should be used from the headings to within about an inch of the right-hand margin of the sheet, while in a column on the right-hand margin, headed by the word "Page", should appear the paging of the manuscript, which in due course will be made to conform to the pagination of the paper when set in type.

LIST OF ILLUSTRATIONS. -- When a manuscript contains illustrations, a list headed "ILLUSTRATIONS" should follow the table of contents. If both plates and text figures are to be included in the list, the plates should precede, with a center heading "PLATES", followed by the text figures, under a center heading "TEXT FIGURES". Roman numerals should be used for the plate numbers and Arabic numbers for the text figures. The words "PLATE" and "FIG." should be flush with the left-hand margin and should not be repeated; as --

PLATE I.

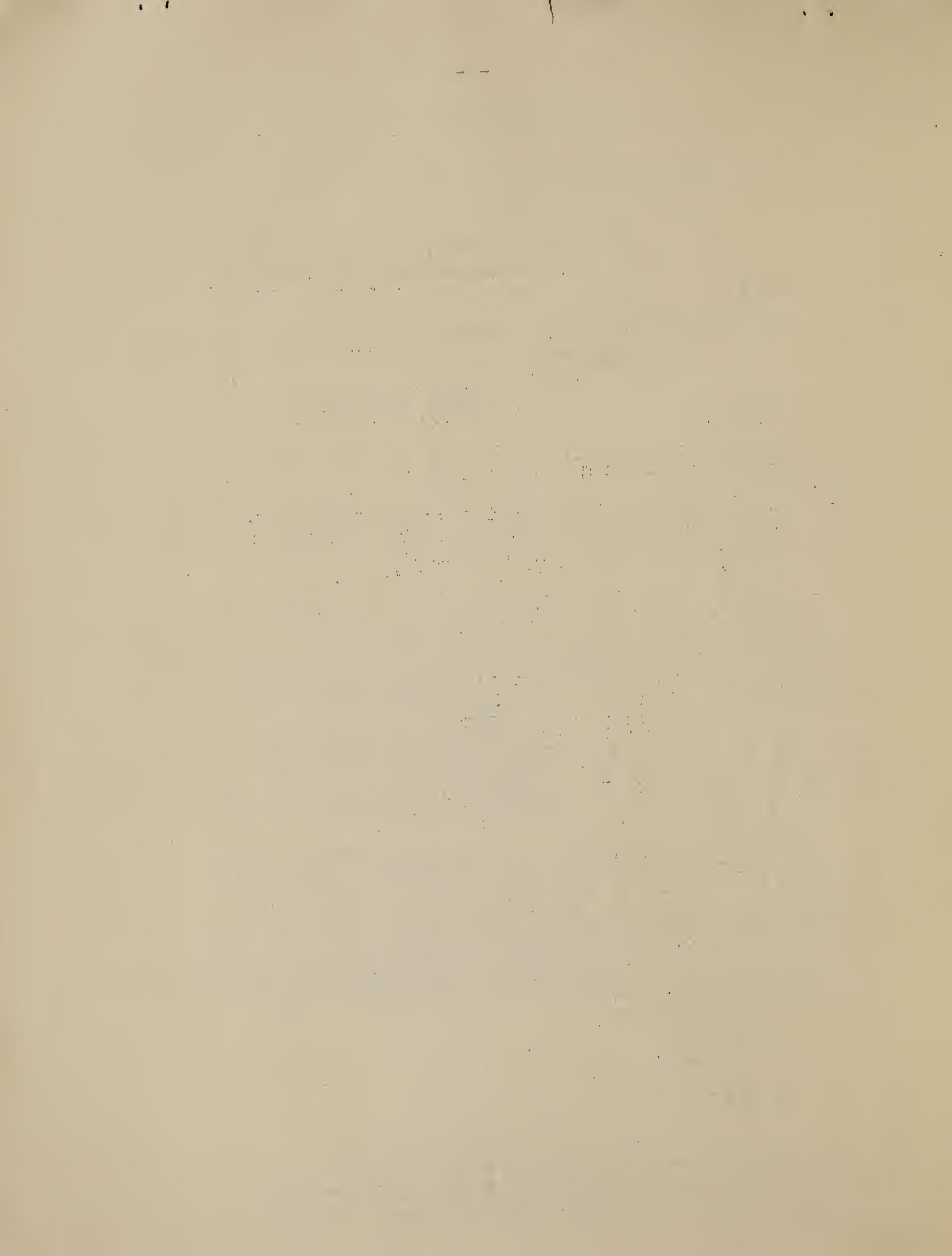
II.

III.

F I G. 1.

2.

The list should consist of brief titles in exactly the same language as that appearing under the corresponding illustrations, but need not include details, such as explanations of



numbers or letters shown on the illustrations. Such detailed explanations may be given under the illustrations or, where plates are used, in the "Description of Plates."

The rules regarding capitalization and the use of leaders in preparing "ILLUSTRATIONS" are the same as those given for "CONTENTS".

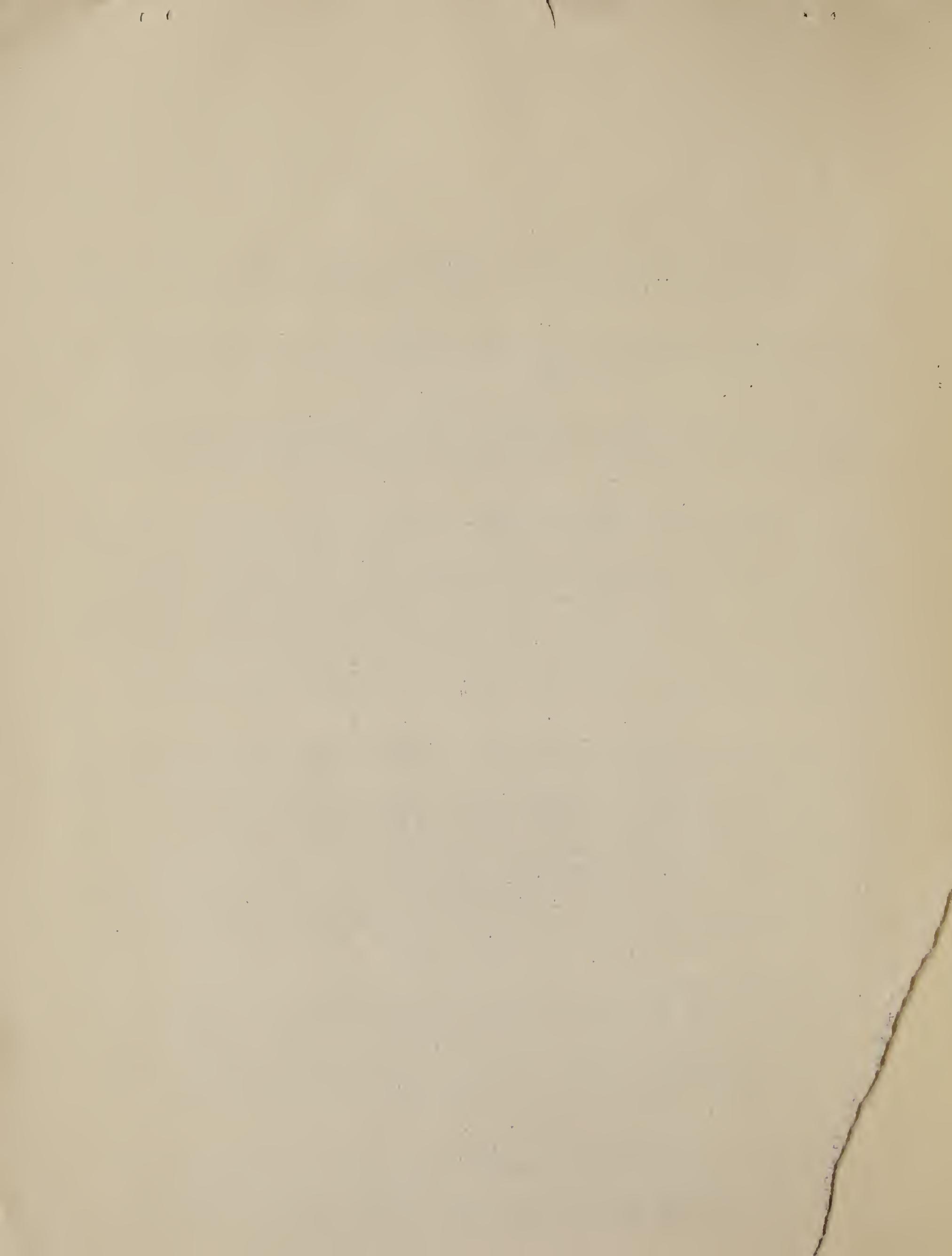
It is desirable to consult a printed publication in the proper series in order to follow the form shown in the preparation of lists of contents and illustrations, as well as the description of plates.

PREPARED OF ILLUSTRATIONS. -- As far as possible, illustrations printed with the text (text figures) should be used in preference to plates. The use of plates, which are printed apart from the text and pasted in, involves much special care and press-work, and the extra charges made for the heavy enameled paper required and for the pasting in of such illustrations add greatly to the cost of a publication, often doubling it. The use of plates is permissible in the bulletins and numbered circulars of the Bureau series and in the Yearbooks of the Department, but not in Farmers' Bulletins.

All illustrations should have a definite scientific or practical purpose and, as already stated, should be submitted with a manuscript but not inserted or pasted in the typewritten text. Photographic prints should be presented in such form as to be easily removed from the sheets to which they are attached. If paste is used, the smallest possible quantity should be applied at the corners only. Every illustration accompanying a manuscript should bear its plate number or figure number and the necessary title or legend, which should clearly state what is shown in the picture, map, or diagram and should explain any special features marked by numbers, letters, etc., if such are used.

When photographic illustrations are furnished for reproduction, the prints should have been recently made and should be as good as it is possible to obtain from the negatives at hand. Unless this latter is attended to before a paper is submitted for publication it will be necessary to have new photographic prints made, involving another handling of the illustrations and entailing considerable delay.

Illustrations made up into plates for use in connection with a bulletin or circular of the Bureau or a Yearbook paper must be in size as will permit their use within a space of the dimensions of a printed page. This size, known as document size,



is 7 3/4 by 4 1/4 inches. A caption (containing the plate number and plate number) is printed over every plate, requiring about 1/4 inch, and this, as well as the space necessary for the legends, should be considered in making calculations of sizes. If, for instance, two illustrations are placed upon a plate, in order to allow for a legend under each illustration, their combined height should not exceed 6 1/2 inches. Where the legend is long, requiring more than one line of type, the size of the illustrations should be correspondingly reduced.

REFERENCES IN THE TEXT TO ILLUSTRATIONS. -- All illustrations accompanying a manuscript must be specifically referred to in the text, in order to comply with the rules regarding the use of illustrations. Unless they are thus referred to, they will be thrown out as mere embellishments and consequently unnecessary.

All plates and text figures must be mentioned by number at the proper place in the text when the subject covered by the illustration is specifically mentioned for the first time, and all illustrations should be numbered and listed in the order in which such references occur. Roman numerals are always used in specifying plates and Arabic numerals for text figures or for the several figures on a plate, for example:

"as shown in Plate VI, figure 2."

"Figure 4 shows", or "as shown in figure 4."
(Pl. V, fig. 1.) (See fig. 8.)

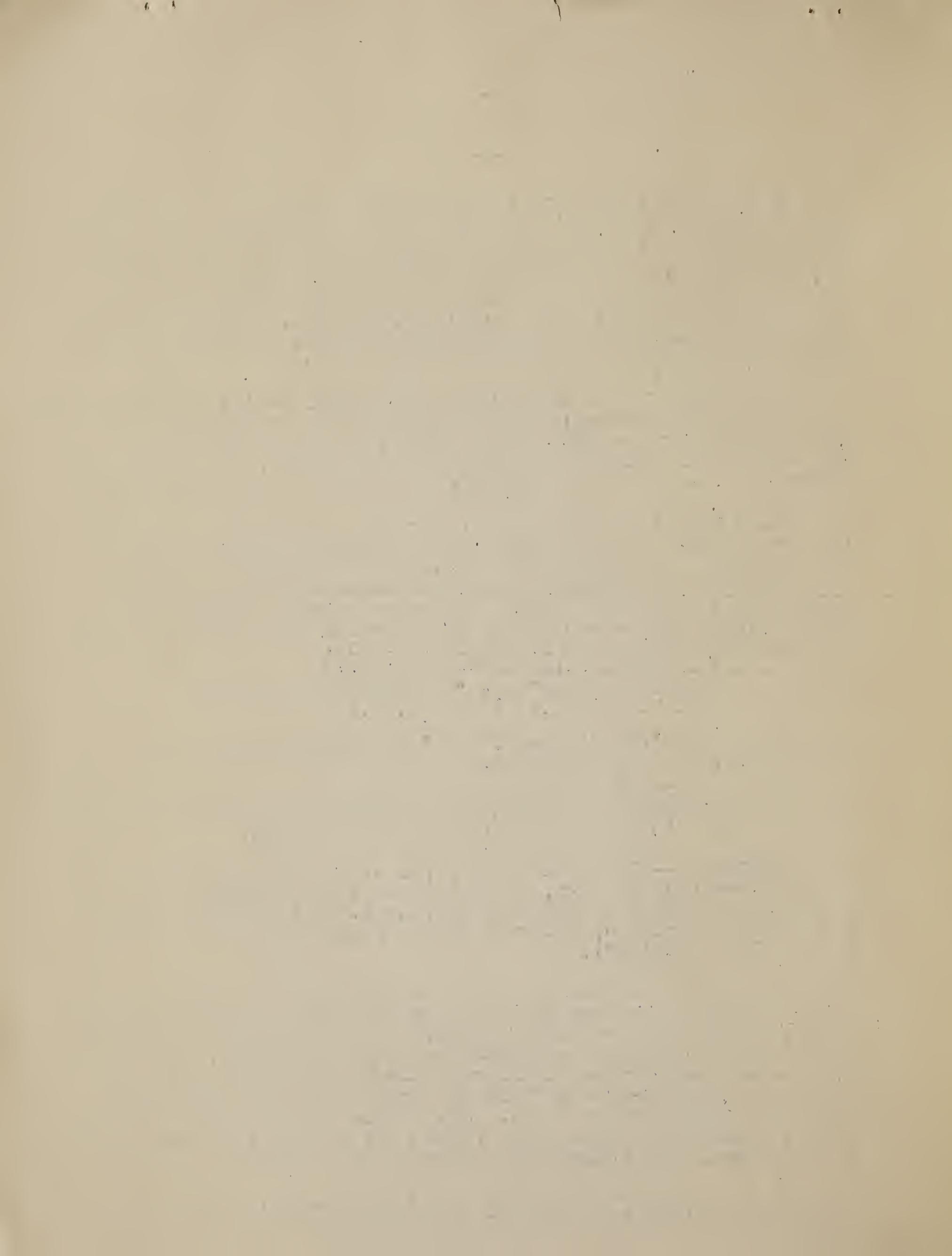
The words "plate" and "figure" are abbreviated when in parentheses, but not otherwise.

It is desirable to show on the margin of the manuscript where each text figure is mentioned for the first time, thus indicating approximately its appropriate location in the text.

HEADINGS. -- The title of a paper should appear near the top of the first page of text, as well as on the title page, the identical words being used in both places. Below this a long dash should be placed, followed by the first heading of the text (often "Introduction").

The headings should be graded according to the classification of the material embodied in the paper, all coordinate and similar groups having headings of like rank. It is generally undesirable to provide headings of more than three or four grades. Center heads should be written in all capitals for the main heads and in capitals and lower-case letters (underlined once or more as required) for subordinate heads. Side heads should be written without capitalization (except the first word or proper names), should be underlined, and followed by a period and dash (two hyphens).

All headings, even those of minor importance, should be included in the "CONTENTS" and their exact range should be shown.



TABLES.-- All tables should be preceded by headings describing in the most concise but clearest possible manner the matter shown. When more than one table appears, each should bear a serial number, expressed in Roman numerals, in order to facilitate references in the text or in correspondence relating to the bulletin.

PARAGRAPHS. -- A paper should be divided into paragraphs of moderate length according to the subject treated. Careful consideration should be given to making proper and sufficient paragraphs, and all paragraphs should be plainly shown in the copy.

QUOTATIONS. -- Where quotations of three or more lines constituting separate paragraphs are introduced in the text they should be written in half (single) space on the typewriter. An omission should be indicated by using three stars. All matter from foreign languages should be marked with painstaking accuracy for capitalization, punctuation, accents, etc.

FOOTNOTES. -- Footnotes should be plainly shown in the manuscript, each bearing a serial number and being separated from the text by lines across the page immediately following the matter to which they relate, as shown below:

"Jacobson¹ is authority for the statement that curly-top is

¹ Jacobson, George W. Diseases of Plants of Kalamazoo County. Krankheiten der Pflanzen, ser. 3, 1897, p. 206.

found in sugar beets in Colorado."

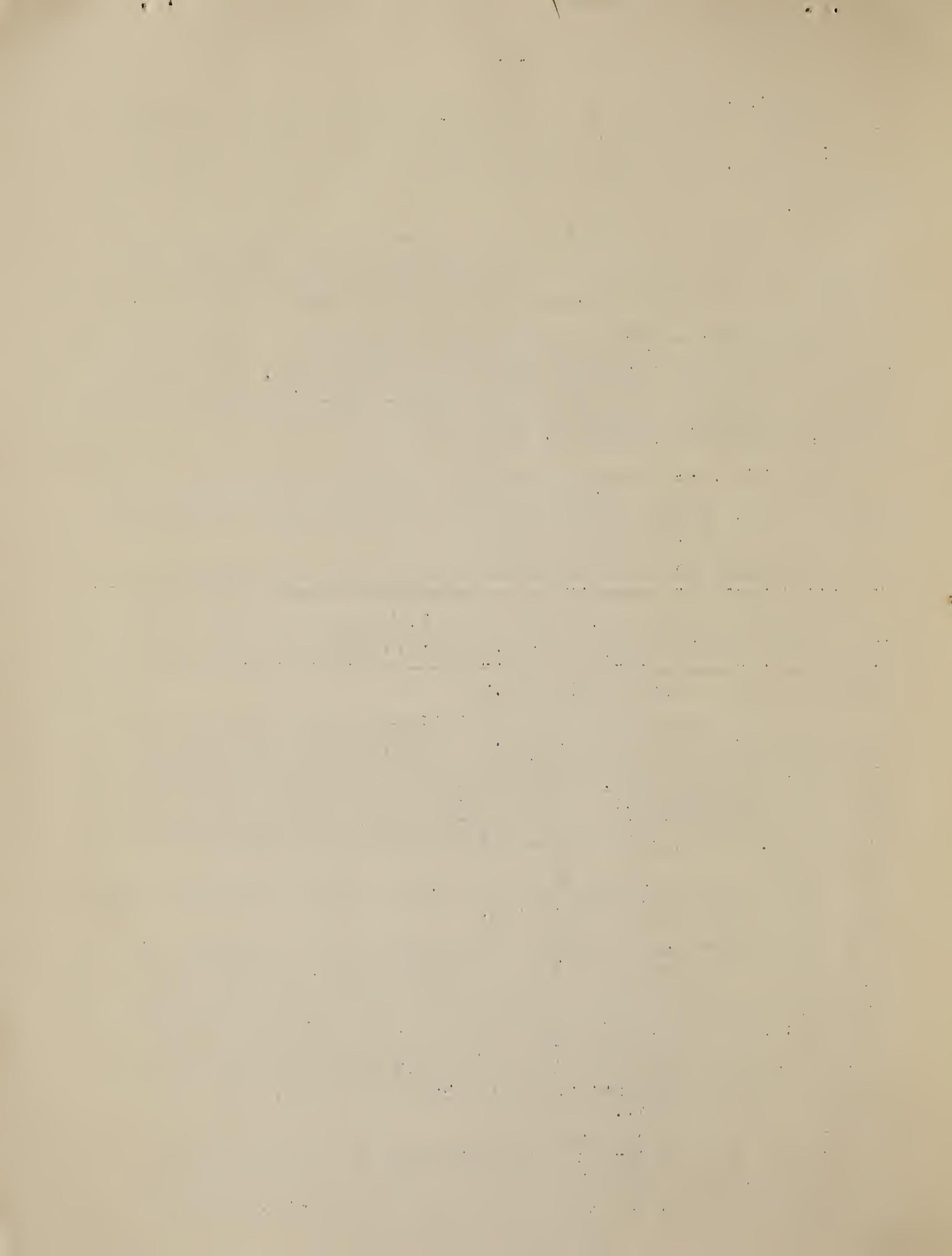
It is preferable to write all footnotes with the usual wide (double) space between the lines. No attempt should be made to write footnotes at the bottoms of the typewritten pages rather than as indicated above. When a footnote runs over on a second page the words "(Footnote continued)" should appear at the top of the second sheet and a line should be placed across the page at its end. Figures (not letters) should be used for footnote references.

All titles of books and papers cited in the manuscript are preferably presented in footnotes.

ORTHOGRAPHY. -- Webster's New International Dictionary is followed at the Government Printing Office for the spelling and division of words, the use of hyphens in compound words, etc. The Style Book of that office enumerates many preferences as to spelling; for example, "disk," "drought", "thrash", and "plat", the latter when referring to a tract of land. The broad rule of the Government Printing Office is that "compound adjectives generally take a hyphen"; as "A light-green color", (but "The color is light green").

In the case of chemical terms the rules of the American Association for the Advancement of Science to omit final e are followed in the spelling of such words as oxid and chlorid.

For geographic names the decisions of the United States



Geographic Board, the United States Postal Guide, Lippincott's Pronouncing Gazetteer of the World, the International Postal Guide, and Land, McNally & Co.'s Atlas will govern, in the order cited.

The orthography of all proper names, foreign words, and technical terms should be scrutinized and verified in submitting copy for printing.

PUNCTUATION. -- All matters of punctuation, as well as of capitalization and hyphenization, should ordinarily be left to the printers, proof readers, and editors. They have specific rules to follow, but will be glad to be guided by the judgment of authors wherever these rules are not violated. Where an error or supposed error in punctuation occurs it should be plainly marked upon the margin of the proof.

A general rule of punctuation followed by the Government Printing Office is that where three or more words appear in connection a comma precedes the last word in the series; as April, May, and June.

USE OF CAPITAL LETTERS. -- The words State, States, Territory, and Territories, used as nouns and referring to States or Territories of the United States, as well as the names of groups of States, should always be capitalized; as State of New York; Washington State; Middle Atlantic States.

The words island, mountain, river, valley, etc., when immediately preceded by the proper name should be capitalized; as, Long Island; Rocky Mountains; Potomac River.

USE OF ABBREVIATIONS. -- It is generally preferable not to abbreviate the titles of papers and books to which reference is made. In the case of frequently recurring titles, however, abbreviations may be used occasionally without confusion.

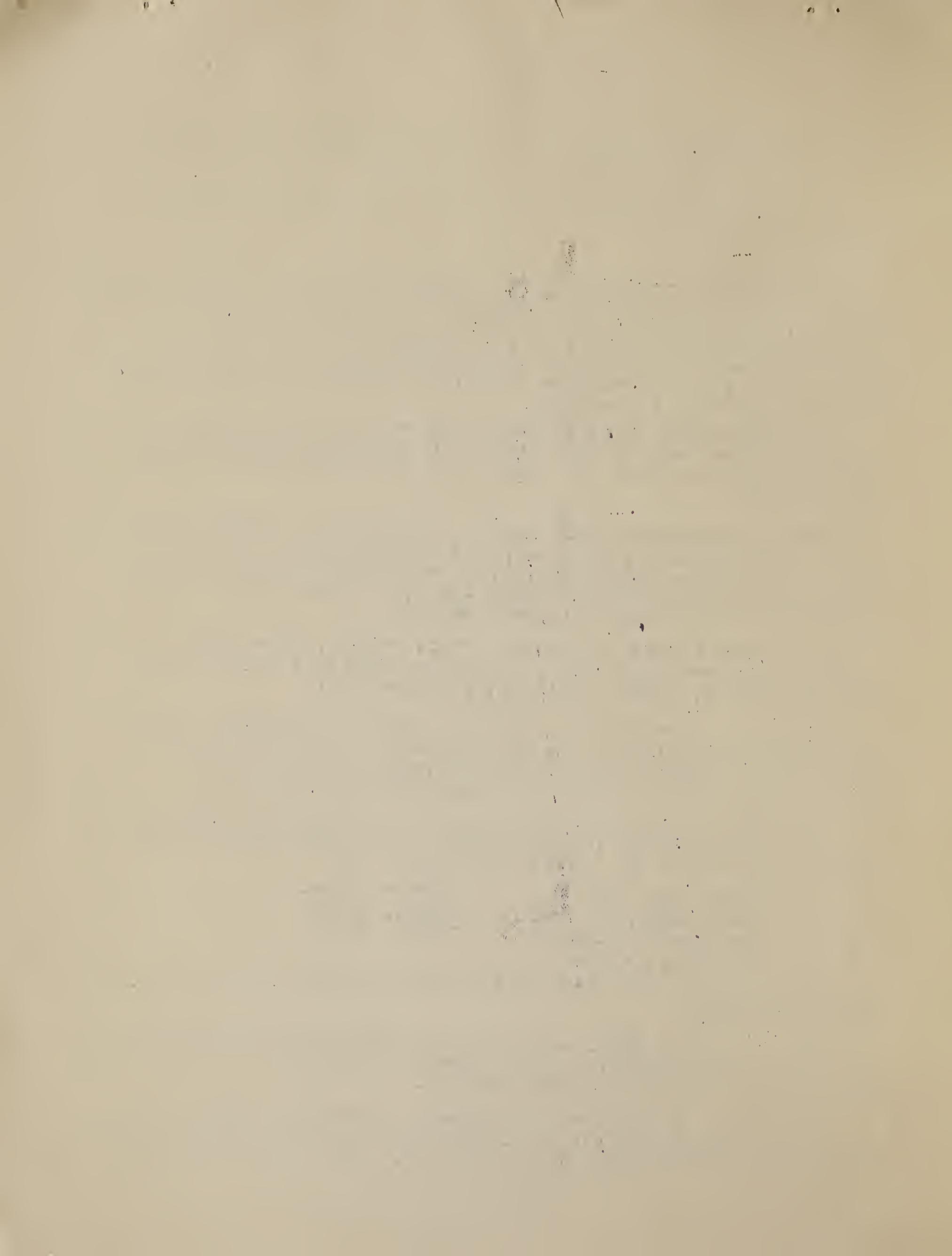
The abbreviations of the names of the States and Territories recognized by the Post Office Department should always be used following the name of a city, town, etc.; as,

Sacramento, Cal.	Denver, Colo.
Albuquerque, N. Mex.	Omaha, Nebr.
Leavenworth, Kans.	Salem, Oreg.
Bismarck, N. Dak.	

No abbreviations are used for Guam, Hawaii, Idaho, Iowa, Ohio, Samoa, and Utah.

USE OF ITALIC TYPE. -- It is best not to underscore words for italic type merely for the purpose of emphasis. Foreign words and phrases should not be underscored.

The names of species are generally printed in italic type; as, Vigna unguiculata (L.) Brot. The names of genera, however, when standing alone are printed in roman; as, A species of Medicago.



USE OF NUMBERS AND FIGURES. -- It is preferable to spell out indefinite or approximate numbers; as, 'About one hundred men; two or three objected.

Figures should be used in specifying percentages, degrees, hours of the day, numbers where definite and frequent, and numbers in a series. Money, weights, distances, and dimensions are also generally best expressed in figures; as, 20 per cent (not %); 32°; 4 o'clock; 5,280 feet; No. 13428; \$5; 16 pounds; 7 miles; 40 by (not X) 80 yards.

Where decimal fractions are used the decimal point should be preceded by a cipher, as, 0.807 per cent.

In stating dates it is preferable to write "June 10 and 11" rather than "June 10th and 11th" or "the 10th and 11th of June."

USE OF METRIC SYSTEM. -- The Chief of the Bureau directs that the terms customarily used in America be employed in publications in stating distances, weights, and measures, though in cases where it is considered necessary the metric equivalent may follow in parentheses.

COMMON ERRORS. -- Errors are frequently found in papers as the result of illegible longhand turned over to a typewriter operator to copy and then forwarded for printing without careful reading and revision. Many papers are submitted containing an inexcusable number of misspelt words and typographical errors which are often very confusing and difficult of correction.

One of the errors most frequently found is the use of the word "amount" for amount, quantity, area, and number indiscriminately, as "amount of hay" for "quantity of hay"; "amount of land" for area or acreage, "amount of live stock" for number of live stock, etc. Another common error is the expression "a large per cent" instead of percentage. "Root stalks" often appears for footstocks.

Another frequent error is in the use of the word "above". "The foregoing statement" is better than "the above statement" in a case where the matter referred to was mentioned on a previous page, while "more than a thousand cattle" is preferable to "above a thousand" or "over a thousand", and "beyond one's strength" is better than "above one's strength."

ALTERATIONS ON PROOFS.

A galley proof, and later a first-revise page proof, and lastly a final-revise proof in pages will ordinarily be sent to the author through the head of the office submitting the paper. Only reasonable changes are permitted in the galleys, while on a page proof only corrections of absolute error should be made. Editorial revisions can not be permitted in the proof.

When it is necessary to insert in a galley proof new matter equivalent to more than a printed line, it should be typewritten on a slip of paper and the place for its insertion plainly marked.

Corrections on proof sheets should be made on the margin (not in the body of the text) in the plainest possible manner and preferably with ink, a line being drawn from the error to the correction where it is necessary to make the change perfectly clear.

Proofs should be returned to the Editor of the Bureau as promptly as possible after all necessary changes have been made and should bear the initials of the author, followed by those of the head of the office in which he is employed.

THE PROPOSED DISTRIBUTION OF PUBLICATIONS.

As previously stated, a card showing the title of the paper submitted and the number and character of the illustrations accompanying it, together with a statement of the edition required, must be forwarded with every manuscript intended for publication. This should be initialed by the head of the office recommending that the paper be printed. This form, which is printed on yellow cardboard, must be filled in in duplicate. Where a publication exceeds 100 printed pages the edition is restricted by law to a single thousand copies.

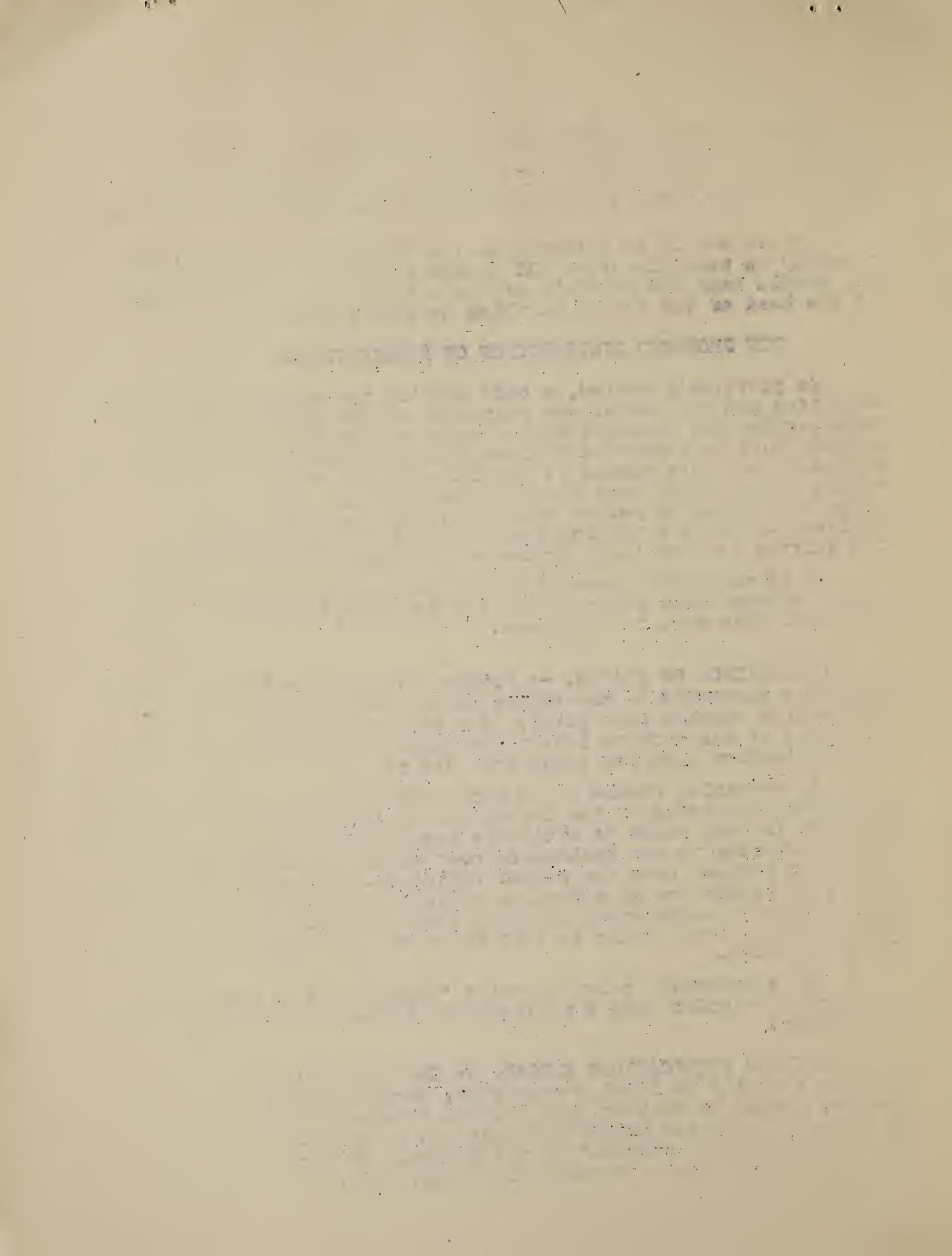
It is absolutely essential that the number required to supply cooperators, known as the "Office List," shall be stated on this card in duplicate.

PREPARATION OF FRANKS. -- Franks covering the "Office List" should be forwarded to the office of the Editor as soon as the publication reaches page proof. The "Office List" may include the names of all persons into whose hands it is desired to place the publication upon its issue from the press.

In preparing franks it is very much desired that all franks addressed to persons in the Department of Agriculture be segregated, in order in such cases to avoid the possibility of publications being forwarded to the Washington post office and returned with a note of protest from the postal officials. Where a considerable number of franks are addressed to persons in the same State they should also be segregated, in order that the publications may be forwarded in closed sacks to that State without unnecessary handling and delay.

It is contrary to law to write "Compliments of the author" or anything similar upon a publication issued by the United States Government.

SENDING PUBLICATIONS ABROAD. -- The name and addresses of persons residing in foreign countries, except Canada, Cuba, and Mexico, should be written upon a label of special form and forwarded with a letter certifying that the person addressed have rendered "tangible service" to the Bureau. So far as the distribution of documents is concerned, Canada, Cuba, and Mexico are



treated as though they were within the territory of the United States.

No matter requires more careful handling or is restricted in a greater variety of ways by orders of the Secretary than the sending of publications abroad. Not even a list of Department publications available for distribution can be forwarded to a foreign country without the express authority of the Secretary. All requests for the transmission of publications abroad should be addressed to the Editor of Bureau and must be accompanied by a statement showing that the request comes under the rules governing such matters.

SUMMARY OF IMPORTANT POINTS IN CONNECTION WITH THE SUBMITTAL OF PAPERS FOR PUBLICATION.

Is there a certificate, properly signed, stating that the manuscript has been carefully read and revised where necessary by a person properly qualified from a literary standpoint?

Is there a card properly filled in, complete, in duplicate, showing the title of the publication and the series in which it is to be published, together with the number and character of the plate and text-figure illustrations, as well as the number of copies required for the "Office List?"

Is there a summary (in triplicate) such as is required by the Chief of Bureau in connection with all manuscripts submitted?

Is there a complete title page giving the title of the publication, with the name and title of the author?

If the paper is to be issued as a bulletin of the Bureau series, or as a Farmers' Bulletin, is there a letter of transmittal?

Is there a table of contents showing, by indentation, main and subordinate heads and the pages of the manuscript on which these headings will be found?

Is there a list of illustrations prepared in accordance with the printed form for such lists appearing in the series in which the paper is to be published?

Is the title of the bulletin, in the exact words appearing on the title page, to be found at the top of the first page of text?

Are the illustrations consecutively numbered in the order of reference to them in the text?

Are the legends typewritten and attached to the illustrations?

-10-

Do the tables contain headings specifying in the most concise but complete form exactly what they show?

If the paper is intended for publication as a bulletin in the Bureau series, is there a description of plates explaining in detail points brought out in the illustrations which it is impossible on account of limited space to describe in the legends?

Are the pages of the manuscript consecutively numbered?

Are the franks for the "Office List" in preparation, so that they will be furnished to the office of the Editor of the Bureau when the publication reaches page proof?

Washington, D. C. ,

November 7, 1911.

• 1960 • 1961 • 1962

